

Project Management Tools to Enhance Legal Practice

12 Apr 2013 (Friday) | 3:00 pm to 6:00 pm

Raja Aziz Addruse Auditorium
Bar Council, 15 Leboh Pasar Besar, 50050 Kuala Lumpur

Registration fees

Members of the Bar RM80 | Non-Members RM150
Pupils in Chambers RM30 | Law Students RM30

Event code: 12042013/BC/BC1106/3

3 CPD points

The Bar Council Continuing Professional Development Department is organising a workshop that aims to highlight the importance of project management and provide strategies that will enhance the efficiency of legal practice.

The workshop will cover the following topics:

- (1) Overview of task management;
- (2) Utilising flowcharts and checklists;
- (3) Responsibility matrix;
- (4) Leadership;
- (5) Enhancing competencies;
- (6) "Multi-skilling"; and
- (7) Empowerment.

Registration for the workshop will begin at 2:30 pm.

About the Speakers

Amir Bahari graduated from the International Islamic University Malaysia in 1997. He is accredited by Pembangunan Sumber Manusia Berhad and certified by the Malaysian Institute of Management. He is also a graduate of the Billy Kueek International Master Class Trainer programme. Amir Bahari has conducted seminars for Bar Council; and the Kuala Lumpur, Selangor and Johore State Bar Committees. His legal practice focuses on Islamic law, particularly legacy management, divorce settlement, estate distribution management, wills and *hibah*.

Trevor Aziz is the Programme Director from Huawei Technologies where he has full profit and loss responsibility for a group of projects that are delivered to Telekom Malaysia. He is a certified Master Project Director since 2005 and subsequently re-certified as a Certified Practising Project Director. In Huawei, Trevor Aziz has been awarded a competence level 6 as a Project Management Expert, and a Global Technology Leading Light Award for contribution to global project management development. He has extensive experience in various roles, including Programme Manager, Project Director, Operations Director, Bidding and Business Development Manager, Project Rescue Consultant, and Business Improvement Consultant. Trevor Aziz has demonstrated leadership and practical management style gained through multi-disciplined experience with large, multinational teams in varied cultural environments including Australia, ASEAN, the Pacific and the Middle East. When he is not executing programmes and projects, he specialises in competence assessment and professional development through scenario-based workshops, coaching and mentoring.

*** Please note that the parking lot beside the Bar Council building has been closed due to ongoing construction.**

I would like to register for the event (all fields must be completed):

Name: _____

Email: _____

☐ Member ☐ Law Student ☐ Pupil in Chambers ☐ Non-Member
(Tick where applicable)

Membership No (for Members of the Bar only): _____

Name of Firm/Organisation: _____

Address: _____

Telephone: _____ Fax: _____

Date: _____ Signature: _____

Payment options:

- (1) Direct deposit to Hong Leong Bank Berhad, No 9 Jalan Tun Tan Cheng Lock, 50000 Kuala Lumpur (Account: 283-00-00108-6; SWIFT code: HLBBMYKL);
- (2) Cheque or bank draft, payable to "Bar Council"; or
- (3) Cash payment, at the ground floor of the Bar Council Secretariat.

All payments must be made in advance of the event, and include all bank charges. Registration will be confirmed once proof of payment is provided by email or fax, and full payment is received.

Places are limited and registration is on a first-come, first-served basis.

Cancellations must be made in writing. There will be no refunds for cancellations made after **9 Apr 2013 (Tuesday)** but substitutions are allowed. The organiser reserves the right to modify, cancel or postpone the event, should circumstances arise that make such action necessary, whereupon all registration fees paid will be refunded.

Points for the Continuing Professional Development ("CPD") Scheme will not be awarded to Members of the Bar who arrive more than 15 minutes late, are not present throughout the event, or leave before its scheduled end.

Please direct all correspondence (including completed registration forms and proof of payment) and enquiries to:

Mohd Fazli Rosman (03-2050 2105; cpd@malaysianbar.org.my); or
Vilashini Vijayan (03-2050 2095; cpd@malaysianbar.org.my)
Fax: 03-2050 2112



Organised by Bar Council
15 Leboh Pasar Besar
50050 Kuala Lumpur
Tel: 03-2050 2050